



New Jersey Department of Environmental Protection Anticipated Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Clerk Typist

Posting Number: WRM-2022-55

Open to: General Public

Workweek: 35 (35-hour) Workweek

Salary: (A06) \$30,227.90 — \$41,848.79

Opening Date: 7/13/2022

Closing Date: 7/28/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Water Resource Management
Water & Land Use Enforcement
Central Bureau of Water Compliance and Enforcement
401 East State Street, 3rd Floor
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

Specific to the Position: General clerical support for the Central Bureau of Water Compliance and Enforcement, including, but not limited to, efficient processing of incoming and outgoing mail, photocopying various types of documents, answering telephones in a timely, professional manner, scheduling virtual and/or in-house meetings using Microsoft Teams and Outlook and, performing as back up to primary File Officer in processing OPRA requests.

Preferred Skill Set: Experience with Microsoft Outlook, Teams, Word, and Excel.

Requirements

License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New

Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:

Catherine Bogart

Water Resource Management

E-mail Address: WRM.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Please indicate how you heard about the position in the body of the email

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.